

UNITED STATES DEPARTMENT OF AGRICULTURE
Marketing and Regulatory Programs
Grain Inspection, Packers and Stockyards Administration
Federal Grain Inspection Service

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FOREWORD

The Grain Inspection, Packers and Stockyards Administration (GIPSA), Federal Grain Inspection Service (FGIS) Table of Contents (TOC) is issued as a maintenance aid to assist users in locating information and identifying current issuances.

The FGIS TOC contains:

Table of Contents

Foreword

The issuance number, date, title, office of primary responsibility (OPR), and distribution. Notices and Program Bulletins also list disposal dates.

Alphabetical Listing of Directives

FGIS Mailing Lists/Distribution Codes

Directives are grouped by numerical series as follows:

1000 Series - Organization, authorities, and administration

2000 Series - Budget, accounting, financial claims, mail management, and radio communication management

3000 Series - Paperwork and ADP management

4000 Series - Personnel

5000 Series - Property, acquisition, and motor vehicle management

9000 Series - FGIS services and regulatory programs

As new or revised issuances are received, it is suggested that users mark the FGIS TOC to show the current date, title (if changed), distribution, and where applicable, disposal date.

An additional maintenance aid is the Quarterly Issuance Checklist (QIC). Users should review the QIC to ensure they received copies of all issuances distributed under the applicable mailing list/distribution code. Also contained in the QIC is information on revised disposal/retention dates, cancellations, pen and ink changes, etc. New issuances should be filed and canceled or superseded issuances should be removed from the active file. FGIS Program Bulletins and Notices occasionally have revised retention dates and should be retained until they are superseded or cancellation is specified in the checklist.

Issuances not received may be requested from APHIS, Printing, Distribution, and Mail Branch, Unit 1, Room 1AO1, USDA Center, 4700 River Road, Riverdale, MD 20737.
Telephone: 301-734-5524. Additionally, many issuances are now available on GIPSA's home page on the Internet at www.usda.gov/gipsa.

**LISTING OF DIRECTIVES
(MRP, GIPSA, AND FGIS) 10-30-01**

NUMBER	DATE	TITLE	OPR	DISTRI-BUTION
FGIS 1020.1 <i>(FGIS 100.2)</i>	1-23-92	Mission Statement and Grain Standards Policy	FGIS-ODA	G10
FGIS 1020.2 <i>(FGIS 101.3)</i>	5-07-92	Listing of Agricultural and Food Commodities Assigned to FGIS	FM-PPB	G10
FGIS 1030.1 <i>(FGIS 102.1)</i>	2-20-92	Officials Designated to Act as Administrator	OA	G10
FGIS 1040.1 Rev. 2 <i>(AMS/FGIS 110-4)</i>	3-10-80	Federal Executive Boards – Exhibits A and B	APHIS-HRD	A
FGIS 1041.1 <i>(FGIS 109-1)</i>	12-12-83	Committee Management	OA	Special
FGIS 1410.2 <i>(FGIS 115.3)</i>	7-08-92	Technical Reports	TSD	G10
FGIS 1470.1 <i>(FGIS 160.2)</i>	9-24-93	Freedom of Information Act and Privacy Act	CP-OD	G10
FGIS 1513.1 REV. 2 <i>(AMS/FGIS 111-1)</i>	8-16-82	Legal Assistance Available From Office of the General Counsel – Exhibit A	APHIS-HRD	A
FGIS 1520.1 <i>(FGIS 116.2)</i>	2-03-93	Appearance in Judicial and Administrative Proceedings	FGIS-CP	G10
FGIS 1521.1 <i>(AMS 123-3)</i>	12-14-77	Prohibitions on Ex Parte Communications, Exhibits A, B, and C	OA	A
FGIS 1630.1 <i>(FGIS 240.6)</i>	5-14-93	Space Management Program	APHIS-MSD	G10
FGIS 1650.1 <i>(FGIS 260.2)</i>	8-19-95	Security of and Admittance to Agency-Occupied Space, Washington, D.C. Metropolitan Area	ASD-APB	G08
FGIS 1650.2 <i>(FGIS 260.3)</i>	8-19-85	Security of and Admittance to Agency-Occupied Field Space	APHIS-MSD	G09
FGIS 2130.1 <i>(AMS/FGIS 400-2)</i>	10-15-82	Debt Management Internal Controls	APHIS-WFSB	A
GIPSA 2210.1	9-27-99	Administrative Fund Control System For Appropriations and Fee-Supported Funds	GIPSA-ERS	GIPSA
FGIS 2220.1 <i>(FGIS 421-1)</i>	11-01-96	Billing Document Completion Procedures for Grain Inspected by FGIS in the United States	FM-OD	A
FGIS 2220.2 <i>(AMS 491-3)</i>	3-21-74	Reporting and Collecting Amounts Owed the Government by Employees Due to Salary Overpayments	APHIS-WFSB	A
FGIS 2220.3 REV. 2 <i>(AMS/FGIS 494-1)</i>	6-08-82	Collecting Debts Due the Federal Government and Computing Late Payment Charges on Overdue Accounts Exhibit A revised 12-21-82 Exhibit B	APHIS-WFSB	A
FGIS 2250.1 REV. 2 <i>(AMS/FGIS 240-2)</i>	2-22-80	Imprest (Petty Cash) Funds - Exhibits A, B, C, and D (Circulate to all employees)	APHIS-WFSB	A
MRP2301.1	7-23-98	Marketing and Regulatory Program Supplements to the Agriculture Travel Regs.	APHIS-ABS	AMS, APHIS GIPSA

NUMBER	DATE	TITLE	OPR	DISTRI-BUTION
FGIS 2450.1 <i>(FGIS 410.1)</i>	11-05-92	Application for and Monitoring of FGIS Research Grants	TSD	G10
FGIS 2460.1 REV. 1 <i>(AMS 201-1)</i>	5-12-71	Cooperative Documents - Exhibits A, B, C, D, and E	APHIS-WFSB	A
FGIS 2510.1 <i>(AMS 493-1)</i>	12-11-73	Federal Tort Claims		A
FGIS 2510.2	4-26-74	Settlement of Claims for Unpaid Compensation Due Deceased Employees		A
FGIS 2510.3 <i>(AMS 495-1)</i>	4-10-75	Claims Under the Military Personnel and Civilian Employee's Claims Act of 1964	APHIS-WFSB	A
FGIS 2570.1 REV. 1 <i>(AMS 491-2)</i>	11-20-73	Waiver of Claim for Erroneous Payment of Pay or Allowances	APHIS-WFSB	A
GIPSA 3010.1	9-02-97	Issuance Management System	MSD-IT	G10,G13, C,U
MRP 3010.2	5-31-96	Marketing and Regulatory Programs Issuance System	APHIS-IT	G03, G07, G10,G13, F30
FGIS 3020.1 <i>(FGIS 256.1)</i>	11-8-89	FGIS Forms Management Program	ASD-IMB	G10
FGIS 3040.1 <i>(FGIS 270-1)</i>	6-80	Files Maintenance & Records Disposition Handbook, FGIS Offices (Amend.3- 11-1-82)	APHIS-MSD	A
MRP 3040.2	8-12-98	MRP Records Management Program	ABS-FIRM	APHIS, GIPSA
MRP 3050.1	8-16-01	MRP Mail Management Program	MRP-BS-ASD	AMS, GIPSA APHIS,
MRP 3051.1	8-16-01	MRP Mailing List Management Program Headquarters and Field Offices	MRP-BS-ASD	AMS, GIPSA APHIS
FGIS 3080.1 REV. 1 <i>(AMS/FGIS 233-1)</i>	11-04-82	Procurement of Reproduction Services Washington, DC, and Field - Exhibits A, B, C, C-1, C-2, D, D-1	APHIS-MSD	A
GIPSA 3140.1	1-30-01	GIPSA Information Systems Security (ISS) Program	GIPSA, OA	GIPSA
GIPSA 3140.2	1-30-01	GIPSA Microcomputer, Local Area Network (Lan), and Notebook Computer Policy	GIPSA, OA	GIPSA
GIPSA 3140.3	1-30-01	GIPSA Internet use and Security Policy	GIPSA, OA	GIPSA
GIPSA 3140.4	1-30-01	GIPSA Electronic Mail Security and Privacy Policy	GIPSA, OA	GIPSA
FGIS 3150.1 <i>(FGIS 510.1)</i>	12-03-92	Information Resources Management Review Board	ODA-ITS	A
GIPSA 3210.1	9-7-99	Development and maintenance of GIPSA Web Sites	GIPSA, OA	A
FGIS 3320.1 <i>(FGIS 225-1) REV.2</i>	3-1-82	Use of Telegraph Facilities		
FGIS 3320.2 <i>(FGIS 226-1) REV.2</i>	7-13-79	Facsimile Transmission Service		A,M,O,S,P, F,T
FGIS 3330.1 <i>(FGIS 228.1)</i>	11-21-95	Radio Communications Management, Operations, and Maintenance	FM-WEB	G10, C

NUMBER	DATE	TITLE	OPR	DISTRI-BUTION
MRP 4060.1	9-12-01	MRP Transit Incentive Program	MRPHRD-EP	AMS, GIPSA APHIS
GIPSA 4060.2	6-1-00	Transit Incentive Program	ADMN, ERS	GIPSA
FGIS 4293.2 REV.1 <i>(AMS/FGIS 340-1)</i>	7-24-81	Emergency Notification	APHIS-HRD	A
FGIS 4295.1 <i>(FGIS 333-1 REV.2)</i>	11-21-79	Requests for Personnel Action – Form SF-52		A,M,O,S,P, F,T
FGIS 4297.1 REV. 2 <i>(AMS/FGIS 308-1)</i>	9-04-81	Maintenance and Security of Subsidiary Personnel and Pay Records	APHIS-HRD	A
FGIS 4300.1 <i>(FGIS 323-1)</i>	5-09-84	30-Day Emergency Appointments Exhibits A and B	APHIS-HRD	A
FGIS 4310.1 REV 1 <i>(AMS/FGIS 320-2)</i>	7-08-82	Employment of Relatives	APHIS-HRD	B
FGIS 4311.1 <i>(FGIS 333.2)</i>	7-12-93	Appointment Affidavits Oath of Office	APHIS-HRD	G10
FGIS 4312.1 <i>(FGIS 311.1)</i>	1-03-94	Position Management Plan (Human Resources Desk Guide, Subchapter 4312, Position Management)	APHIS-HRD	B
FGIS 4315.2 <i>(FGIS 321.1)</i>	3-10-94	Probationary Period for New Supervisors, Managers, and Career Executives	APHIS-HRD	G10
FGIS 4330.1 <i>(FGIS 328-1)</i>	12-12-83	Appointment of Experts and Consultants Exhibits A, B, and C	APHIS-HRD	A
MRP 4330.1	12-18-98	Career Transition Assistance Plan	MRPHR-ECP	AMS, GIPSA APHIS
MRP 4335.1	6-12-00	Merit Promotion Plan	MRPHR-ECP	AMS, GIPSA APHIS
FGIS 4335.1 REV. 2 <i>(AMS/FGIS 330-1)</i>	10-13-78	Details of Personnel	APHIS-HRD	A
FGIS 4335.2 <i>(FGIS 302-2)</i>	1-16-78	Grading Proficiency Required for Promotion to GS-9	FM-SPB	A
FGIS 4335.3 <i>(FGIS 302-4)</i>	10-17-78	Proficiency Evaluation for Grain Under the USGSA and Rice Under the AMA – Exhibits A and B	FM-SPB	A
MRP 4351.1	12-20-99	Reduction-In-Force	MRPHR-ECP	AMS, GIPSA APHIS
MRP 4368.1	7-27-01	Flexiplace Program	MRPHRD-EP	AMS, GIPSA APHIS
FGIS 4411.1 <i>(FGIS 412-1 REV.1)</i>	9-12-80	Financial Aspects of the Government Employees Training Act		M,O,S,P,F,T
FGIS 4411.2	6-18-99	Training Policy for Supervisors, Managers, and Executives	FGIS-ARTS	FGIS
MRP 4413.1	10-15-98	Career Enhancement Program	MRPHR-ECP	AMS, GIPSA APHIS
FGIS 4430.1 <i>(FGIS 347.1)</i>	4-14-95	Performance Appraisal Under the Performance Management System	FGIS-FMD	G10

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GIPSA 4451.1	6-01-99 3-15-00	Employee Recognition Program Issuance Change page 3-9	GIPSA-OA	G10, G13
GIPSA 4451.2	1-2-00 8-24-01	Gainsharing Travel Savings Program Retain Until 1/1/02	FMD, DIR	G13, B
FGIS 4531.1 <i>(FGIS 335.2)</i>	9-04-92	Pay Reform (Human Resources Desk Guide, Subchapter 4531, Pay Reform)	APHIS-HRD	A
MRP 4531.2	2-15-01 6-1-01	Highest Previous Rate Issuance Change No. 1	MRPHR-ECP	AMS,APHIS, GIPSA
FGIS 4534.1 REV. 2 <i>(AMS/FGIS 326-1)</i>	7-13-81	Salary and Time Limitations Schedule A Appointments Exhibit A revised 8-10-81	APHIS-HRD	A
MRP 4550.1	6-28-99	Electronic Funds Transfer (EFT)	MRPHR-ECP	AMS, GIPSA APHIS
FGIS 4550.2 <i>(FGIS 335.1)</i>	7-21-93	Premium Pay Attachment – User Guide to Premium Pay dated 1-9-90	APHIS-HRD	G10
MRP 4591.2	7-25-00	Uniform Allowance and Wearing guidelines	MRPHR-ECP	AMS, GIPSA APHIS
MRP 4610.1 <i>(FGIS 4610.1)</i>	9-28-01	Tours of Duty	MRPHRD-EP	AMS, GIPSA APHIS
FGIS 4610.2 <i>(FGIS 306-2)</i>	2-18-82	Rotation of Personnel	APHIS-HRD	A
FGIS 4610.3 <i>(FGIS 306.3)</i>	9-21-93	Utilization of Employees Partially Disabled – Limited/Light Duty Guidelines	APHIS-HRD	G10
MRP 4630.1	9-12-97 6-2-00	Absence and Leave (Human Resources Desk Guide, Subchapter 4630, Absence and Leave) Issuance Change Page 3-4	APHIS-HRD	G03,F30, G10,G13
FGIS 4711.1 REV. 1 <i>(AMS 344-1)</i>	9-14-76	Labor-Management Relations Exhibit A	APHIS-HRD	A
FGIS 4711.2 REV. 1 <i>(AMS/FGIS 344-4)</i>	6-16-80	Strike Prevention and Strike Contingency Plans Exhibit A	APHIS-HRD	A
FGIS 4711.3 REV. 2 <i>(AMS/FGIS 352-5)</i>	7-24-80	Voluntary Salary Allotments for Payment of Employee Labor Organization Dues Exhibit A, B, and D Exhibit C revised 9-25-80	APHIS-HRD	B
GIPSA 4713.1	9-15-00	Civil Rights/Equal Employment Opportunity	OA-CRS	GIPSA
FGIS 4715.1 <i>(FGIS 332-1 REV.2)</i>	9-30-80	Resignations		A
FGIS 4732.1 <i>(AMS 364-1)</i>	10-28-75	Personnel Security Program Page 3 revised 10-14-77	APHIS-HRD	A
FGIS 4735.1 <i>(FGIS 361.1)</i>	12-27-90	Conduct and Responsibilities (Human Resources Desk Guide, Subchapter 4735, Conduct and Responsibilities)	APHIS-HRD	G10, All Employees
FGIS 4752.1 <i>(FGIS 365.1)</i>	8-27-92	Disciplinary or Alternative Actions (Human Resources Desk Guide, Subchapter 4752, Disciplinary or Alternative Actions)	APHIS-HRD	G10, ALL Employees

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FGIS 4752.2 REV. 1 <i>(AMS 366-3)</i>	3-27-75	Employee Rights in Agency Adverse Personnel Actions of Removal, Suspension, Reduction in Rank or Pay, or Furlough Without Pay Exhibits A, B, and C	APHIS-HRD	B
GIPSA 4790.1	6-30-97	Emergency Notification Policy and Procedures	ODA-S&HS	G10, G13
FGIS 4790.1 <i>(FGIS 370.2)</i>	2-10-94	Safety and Health Program	ODA-S&HS	G10
GIPSA 4790.2	6-6-00	Workplace Violence Prevention and Response	ODA-S&HS	GIPSA
FGIS 4790.2 <i>(FGIS 370.3)</i>	7-22-94	Policy and Procedures Upon Encountering Hazardous Conditions	RMD-SHS	G10
FGIS 4790.3	10-1-00	Personal Protective Equipment and Safety Equipment	CP-SHS	FGIS
FGIS 4790.4 <i>(FGIS 370.5)</i>	7-12-93	Blood Borne Pathogens Exposure	ODA-S&HS	G10
FGIS 4790.5	10-18-00	Office Safety	CP-SHS	FGIS
FGIS 4790.6 <i>(FGIS 370.7)</i>	9-23-94	Radioactive Material Program	ODA-S&HS	G10
FGIS 4790.7 <i>(FGIS 371.1)</i>	3-18-92	Wellness Program	ODA-S&HS	G10
FGIS 4790.9 <i>(FGIS 376-1)</i>	3-29-82	FGIS Responsibility for the Safety of Non-Federal Official Inspection Personnel	ODA-S&HS	A, C
FGIS 4790.10 <i>(AMS 282-7)</i>	8-15-72	Abatement of Air and Water Pollution at Federal Facilities - Exhibits A & B	APHIS-MSD	A
FGIS 4831.1 REV. 1 <i>(AMS/FGIS 345-1)</i>	1-04-80	Retirement – Exhibit A	APHIS-HRD	B
FGIS 5007.1 <i>(FGIS 210.1)</i>	10-31-89	Acquisition Management Program	APHIS-MSD	G10
FGIS 5010.2 Change 1 <i>(FGIS 247.1)</i>	5-05-95 5-26-95	Obtaining Blanket Purchase Agreements (BPA's) for Inspection Services Under the AMA	APHIS-MSD	G10
MRP 5101.1	2-5-01	Real Property Management	MRP-BS-ASEU	MRP
FGIS 5130.2 <i>(FGIS 265.1)</i>	6-05-85	Disposal of Excess Agricultural Commodities	APHIS-MSD	G10
FGIS 5160.1 <i>(FGIS 200.3)</i>	5-24-93	Official Agency Logo and USDA Seal	APHIS-MSD	G10
FGIS 5160.2 <i>(FGIS 287.4)</i>	11-29-90	Identification Signs	APHIS-MSD	G10
FGIS 5200.1 <i>(FGIS 250.1)</i>	11-08-89	Personal Property Management	APHIS-MSD	G10
FGIS 5400.1 <i>(FGIS 211.1)</i>	10-11-94 1-29-91	Motor Vehicle Management Vehicle Operator's Guide	APHIS-MSD	G
GIPSA 5600.2	6-6/00	Environmental Justice	CP, SHS	GIPSA

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FGIS 9000.1 <i>(FGIS 900.1)</i>	12-09-93	Performance Appraisal System - Field Performance Appraisal Elements and Standards	FM-PARB	A
FGIS 9000.5	3-11-99	Remote Issuance of Official Certificates	SPB, FM	A,C,E,H,T,X
FGIS 9010.1	2-25-99	Resolving Customer Concerns	FMD, SPB	A,C,E
FGIS 9020.1	5-01-97	Exemptions and Waivers of Official Inspection and Class X Weighing Requirements – Attachments 1 and 2	FM-SPB	A,C,E
FGIS 9060.2	5-01-97	Implementation of the FGIS-FDA Memorandum of Understanding - Attachments 1, 2, and 3	FM-SPB	A,C,E,F,H,T
FGIS 9060.3	7-15-98	Application and Agreement for Contract Service Form FGIS-4 - Exhibit A	FM-SPB	A,C,E
FGIS 9070.2 <i>(FGIS 907.2)</i>	3-5-99	Management Control Programs	CP-OD	A,C
FGIS 9070.3	10-05-00	Conflicts of Interest	CP-REG	A,C
FGIS 9070.4 <i>(FGIS 907.4)</i>	6-01-92	Unannounced Supervision	FM-OD	A,C
FGIS 9070.5	9-18-96	Grain Handling Practices	CP-REG	B,C,U
FGIS 9070.6 <i>(FGIS 907.6)</i>	10-5-00	Reporting Violations of the U.S. Grain Standards Act and the Agricultural Marketing Act of 1946	CP-REG	B,C,U
	6-21-01	Issuance Change No. 1 for Attachment		
FGIS 9090.2 REV. 1 <i>(FGIS 909-2 REV. 1)</i>	6-08-81	Reporting of, and providing/Withholding Official Services During, Labor strikes and Other Action Forcing Events	CP-R&C	36002
FGIS 9100.1 <i>(FGIS 910.1)</i>	10-8-98	Foreign Quality and Weight Complaints	OA-IMS	A,C
FGIS 9100.2	5-01-97	Preinspection Plant Visits	FM-SPB	A,U
FGIS 9100.3	5-01-97	Withholding and Withdrawal of AMA Inspection Services	FM-SPB	A,U
FGIS 9100.4	5-01-97	Certificate Accountability	FM-SPB	A,C,U
FGIS 9100.7	1-03-97	Fees for Official Agency Services	CP-REV	A,C,E,U
FGIS 9120.1	5-01-97	The Collection and Use of Wheat Variety Type Samples	FM-SPB	A,C
FGIS 9160.1 <i>(FGIS 916.1)</i>	12-15-99	Closed-Circuit Television Installations	FM-WEB	A,C,E,N
FGIS 9160.3 <i>(FGIS 916.3)</i>	3-06-95	Parameters for Automated Monitoring and Supervision of Official Weighing	FM-WEB	A,C,E,G
FGIS 9160.4	12-15-97	Grain Handling System Testing	FMD, WEB	A, C, E, G, N
FGIS 9170.3	1-30-97	Forwarding Samples to the Technical Services Division	FM-SPB	A,C
FGIS 9170.12	5-01-97	Furnishing Official Samples	FM-SPB	A,C,E
FGIS 9170.13	5-01-97	Uniform File Sample Retention System	FM-SPB	A,C
FGIS 9170.15	5-1-97	Sampling Public Law 480, Title II, Bags and Fiberboard Shipping Containers	SPB-FM	A, C

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FGIS 9180.14	5-1-97	Inspecting Export Grain for Weed and Crop Seeds	SPB, FM	A, C, E
FGIS 9180.15	04-02-99	Inspection of Export Lots for Cottonseed	FMD, SPB	A, C, E
FGIS 9180.16	7-22-99	Inspection of Export Lots of Soybeans for Ragweed Seeds	FMD-SPB	A,C,E
FGIS 9180.34	5-1-97	Condition Inspection of Processed Commodities Sold to Egypt Under Title I, Public Law 480	FM-SPB	A
FGIS 9180.35	5-1-97	Phytosanitary Inspection	SPB, FM	A, C, E
FGIS 9180.36	5-1-97	Warehouse Sample-Lot Inspections	FM-SPB	A,C,E
FGIS 9180.38	5-01-97	Falling Number Determination for Wheat	FM-SPB	A,C,E
FGIS 9180.40	5-01-97	Pesticide Residue Testing for Grain	FM-SPB	A,C,E
FGIS 9180.41	4-22-97	Sacked Grain	FM-SPB	A,C,E
FGIS 9180.42	5-01-97	Inspection of Rapeseed	FM-SPB	A,U
FGIS 9180.47	6-15-99	Examination of Grain for the Presence of TCK Smut Spores	FM-SPB	A,C,E
FGIS 9180.48	5-01-97	Stowage Examination Services	FM-SPB	A,C,E,F, H,T,X
FGIS 9180.49	9-13-96	Grading and Certification of Grain Containing Diatomaceous Earth and Silica Gel	FM-SPB	A,C,E
FGIS 9180.50	5-01-97	Checkcounting, Observation of Loading, and Checkloading Services	FM-SPB	A,U
FGIS 9180.51	5-01-97	Inspection of Confectionary Sunflower Seeds	FM-SPB	A,U
FGIS 9180.52	5-01-97	Inspection of Mustard Seed	FM-SPB	A,U
FGIS 9180.53	5-01-97	Inspection of Safflower Seed	FM-SPB	A,U
FGIS 9180.54	5-01-97	Fees and Billing for Canola: Oil Content and Gas Chromatographic Determinations of Glucosinolates and Euricic Acid	FM-SPB	A,C,E
FGIS 9180.55	5-01-97	Official Commercial Inspection Services	FM-SPB	A,C,E
FGIS 9180.56	5-01-97	Testing Corn Gluten Feed for Starch, Fat, and Protein	FM-SPB	A,C,E,U
FGIS 9180.57	4-3-00	DON (Vomitoxin) Testing Services	FM-SPB	A,C,E
FGIS 9180.58	09-30-98	Modified Observation of Loading Export Farm Service Agency Products	FM-SPB	A,U
FGIS 9180.59	1-20-98	Composite Sample Analysis for Combined Land Carrier Inspections	FM-SPB	A,C,E
FGIS 9180.60	4-15-98	Inspection of Kamut	FM-SPB	A,C,U
FGIS 9180.61	6-15-01	Official Calibrations for The Dickey-John GAC 2100 Moisture Meter	TSD-ISE	A,C,E,G,J, U,V
FGIS 9180.62 (Previous mis-numbered 5200.2)	4-1-98	Clothing and Identity Apparel Policy	FM-DIR	B
FGIS 9180.63	9-17-01	Inspection of Hulless Oats	PPB-FMD	A,C, E
FGIS 9180.64	06-08-00	Inspection of Popcorn	FM-SPB	A,C
FGIS 9180.65	09-25-01	Inspection of Hulless Barley	FMD-PPB	A,C, E,
FGIS 9180.66	06-08-00	Zearalenone Testing	FM-SPB	A,C,E
FGIS 9180.67	10-11-00	Statement for Non-Transgenic Grain and Graded Commodities	FM-SPB	A,C,E

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FGIS 9180.68	7-18-00	Cross Utilization of Equipment	FM- SPB	A,C,E
FGIS 9181.1	11-15-00	Testing for StarLink Corn	FM-SPB	A,C,E
FGIS 9181.2	01-10-01	Performance Verification of Rapid Tests for the Detection of Biotech Events	TSD	A
FGIS 9230.1	09-04-00	Licensing Program	SPB, FM	A, C
FGIS 9290.6 <i>(FGIS 929-6 REV.4)</i>	9-13-83	Form FGIS-930, AMA Output Report	PAG, Resources Mt.	A
FGIS 9290.15	4/22/93	Specified Service Point Locations Codes	FM-SPB	A
FGIS 9290.16	7/30/99	Improving Service Delivery and Enhancing Information Sharing between the official Agencies and the official FGIS System	FMD-APSB	A,C
FGIS 9290.17	8/10/99	Fee-Supported Programs-User Fee Charges and Funding for Shut down Expenses	ERS	

<u>ADMINISTRATIVE NOTICES</u> MARKETING AND REGULATORY PROGRAMS (MRP)					
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MRP 3940.2	8/12/98	MRP Records Management Program	ABS FIRM	APHIS GIPSA	8-12-98
MRP 97-1	11/14/96	Third-Party Drafts	APHIS MSD	Special-Draft Cashiers only	12-31-97

PROGRAM NOTICES 10-30-01 GRAIN INSPECTION, PACKERS AND STOCKYARDS ADMINISTRATION (GIPSA)					
NUMBER	DATE	TITLE	OPR	DISTRIBU-TION	DISPOSAL DATE
FGIS 83-14	6-22-83	Charging Management Codes at Field Locations	FM-OD	A	Retain
FGIS 83-35	11-30-83	Revision to FGIS Notice 83-14	FM-OD	A	Retain
FGIS PN 96-6	11-06-96	HPLC Testing for Aflatoxin	FM-SPB	A,C,E	Retain
FGIS PN 96-10	01-23-96	Subsample Checks and Online Odor Analysis	FM-SPB	A,C,E	Retain until HB is Updated
FGIS PN 97-23	7-7-97	Certification of Ergot in Sorghum	FM-SPB	A,C,E	Retain
FGIS PN 97-24	7-31-97	Certificating Submitted Sample Weights	FMD, SPB	A, C, E	7-31-98
FGIS PN 98-5	3-9-98	Compliance Review of Official Agencies	FM-SPB	A,C	Retain
FGIS PN 98-7	3-10-98	Near-Infrared Transmission Standardization	TSD-ISE	A,C,E	Retain
FGIS PN 98-8	3-11-98	Computer Automation and Info Sharing	APSB	A,C,E	Retain
FGIS PN 98-16	7-1-98	Corn Protein, Oil, and Starch Testing Services	FM-SPB	A,C,E	Retain
FGIS PN 98-17	1-2-98	NIRT Lamp Replacement	TSD	A,C,E	Retain
FGIS PN 98-19	9-1-98	Revised Stowage Examination Procedures for Barges and Rail	FM-PPB	A,C,E	Retain
FGIS PN 98-20	9-1-98	Licensing and Moisture Testing	FM-PPB	A,C	Retain
FGIS PN 99-5	3-1-99	Approved Fluorometers	FMD-SPB	A,C,E,	3-1-00
FGIS PN 99-6	2-24-99	Procedure for Warming Grain for Moisture Tests	FM-SPB	A,C,E	2-24-00
FGIS PN 99-7	3-22-99	Revised Retention Schedule for Licensing	FM-SPB	A,C,E	3-22-00
FGIS PN 99-8	3-24-99	Minimum Color Line for Hard White Wheat	FM-SPB	A,C,E	3-24-00
FGIS PN 99-9	3-26-99	Revised Fees for Official Stowage Examination Services Performed Under the USGSA	FMD, OD	A, C, E,	2-1-00
FGIS PN 99-12	4-26-99	Near Infrared Transmittance Wheat Protein Updates and Adjustments	FMD, SPB	A, C, E,	4-26-00
FGIS PN 99-16	7/16/99	Applying High-Oil Corn Moisture Calibrations	FM-SPB	A,C,E	Retain
FGIS PN 99-17	9-30-99	Glucosinolate Screen Made Optional	FM-SPB	A,C,E	Retain
FGIS PN-99-20	10-13-99	Certification of TCK Smut For Shipments to India	FM-SPB	A,C,E	Retain
FGIS PN-00-3	2-29-00	Dark Roast Analysis For Confectionary Sunflower Seed	FM-SPB	A,C,E	Retain

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FGIS PN 00-7	5/5/00	Smut Analysis For Wheat Shipments to India	FM-SPB	A,C,E	Retain
FGIS PN 00-11	9-29-00	Information Sharing Capabilities of The Automated CuSum Plan	FM-SPB	A,C,E	Retain
FGIS PN 01-01	3-12-01	Waiving The Time Limit For Reinspection/Appeal Inspection Services	FM-SPB	A,C,E	Retain
FGIS PN 01-04	5-1-01	Fees For FGIS Rice Inspection Services	FM-OD	A, F	Retain
FGIS PN 01-05	5-1-01	Fees for FGIS Commodity Inspection Services (Pluses, Hops, Miscellaneous Processed And Graded Commodities And the Commodity Testing Laboratory)	FM-OD	A,F,H,T,U	Retain
FGIS PN 01-06	6-30-01	Hard White Wheat Classification For 2001 Crop Year	FM-PPB	A,C,E	Retain
FGIS PN 01-07	7-18-01	Alkali Test To Detect Hard White/Red Wheat Kernels	FM-PPB	A,C,E	Retain
FGIS PN 01-08	7-24-01	Revised Sample Collection Responsibilities for Verifying the Accuracy of Moisture Meter Calibration Crop Year 2001	GIPSA-TSD	A	7-24-02
FGIS PN 01-09	7-27-01	Fees For FGIS Official Inspection and Weighing Services Performed By FGIS in the United States and Canada and For Supervision of Official Inspection and Weighing Services Performed by Agencies in Qualifying Official Commercial Inspection Service Certificates Compliance Review of Official Agencies	FM-OD	A,C,E	Retain
FGIS PN 01-10	9-2-01	Near-Infrared Transmittance (NIRT) Corn Oil and Protein Calibration Adjustments	FM-SPB	A,C,E	9-3-02
FGIS PN 01-11	9-3-01	Near-Infrared Transmittance (NIRT) Soybean Protein and Oil Calibration Adjustments	FM-PPB	A,C,E	9-3-02

PROGRAM BULLETINS **10-30-01**

ADMINISTRATIVE HANDBOOKS/MANUALS				
NUMBER	DATE	TITLE	OPR.	DISTR
FGIS 200	11-15-89 1-24-91 10-7-93 5-25-95 4-23-97 5-16-97	Acquisition Handbook Issuance Chg. No.1 Issuance Chg. No.2 Issuance Chg. No.3 Issuance Chg. No.4 Issuance Chg. No.5	APHIS-MSD	G10
Human Resources Desk Guide (formerly the Supervisor's Desk Guide)	3-90	Subchapter 4296, Processing Personal Actions	APHIS-HRD	G10
	4-90	Supplement 4300-A Selected Staffing Options	APHIS-HRD	G10
	11-93	Revised Supplement 4300-B Manager's Road Map to Organizational Change	APHIS-HRD	G10
	3-90	Subchapter4312, Position Management (FGIS Directive4312.1, Position Management Plan, Dated 1-3-94)	APHIS-HRD	G10
	3-90	Subchapter43335, Merit Promotion Plan (FGIS Directive 4335.4 Merit Promotion, Dated 7-12-93)	APHIS-HRD	G10
	4-92	Subchapter 4531, Pay Reform (FGIS Directive4531.1, Pay Reform, Dated 9-4-92)	APHIS-HRD	G10
	11-93	Updated Pages to Subchapter 4531, Pay Reform	APHIS-HRD	G10
	8-92	Subchapter 4610, Tour of Duty (FGIS Directive 4610.1, Tours of Duty and Hours of Work, Dated 12-10-92)	APHIS-HRD	G10
	3-97	Subchapter 4610, Tour of Duty, Section P, Subsection h	APHIS-HRD	G10
	8-97	Subchapter 4630, Absence and Leave (MRP Directive 4630.1 Absence and Leave Dated 9-12-97)	APHIS-HRD	G10
Human Resource Desk Guide (continued)	10-90	Subchapter 4735, Conduct and Responsibilities (FGIS Directive 4735.1, Conduct and Responsibilities dated, 12-27- 90)	APHIS-HRD	G10
	10-91	Subchapter 4752, Disciplinary and Alternative Actions (FGIS Directive 4752.1, Disciplinary or Alternative Actions, dated 8- 27-92)	APHIS-HRD	G10
	7-96	Supplement 4990A, Human Resources Guide for Teams	APHIS-HRD	G10
Organization, Functions, and Delegations of Authority Handbook	7-24-92		FGIS-ERS	G10
FGIS 201	11-89	Personal Property Handbook	APHIS-MSD	G10

PROGRAM HANDBOOKS			
AFLATOXIN HANDBOOK			
OPR-FM-SPB			
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Forward	2-21-92	Aflatoxin Handbook	A,C,E,U
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Chapter 2	2-21-92	Laboratory Practices and Responsibilities	
Chapter 3	2-21-92	FGIS Laboratory Design	
Chapter 4	2-21-92	Sampling Procedures and Processing Samples	
Chapter 5	2-21-92	Procedures for Aflatoxin Extraction	
Chapter 6	2-21-92	Aflatest Procedures	
Chapter 7	2-21-92	Afla-20 Cup Procedures	
Chapter 8	2-21-92	E-Z Screen Procedures	
Chapter 9	2-21-92	Sam-A Procedures (Reserved)	
Chapter 10	2-21-92	Oxoid Procedures (Reserved)	
Chapter 11	2-21-92	Agri-Screen (Neogen) Procedures	
Chapter 12	2-21-92	Minicolumn Procedures	

AFLATOXIN HANDBOOK OPR-FM-SPB (Continued)			
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Chapter 14	2-21-92	Waste Disposal	
Chapter 15	2-21-92	Reporting Results and Certification	
	2-21-92	Attachments 1 and 2	
Chapter 16	2-21-92	Monitoring	
Chapter 17	2-21-92	Cite Probe Procedures (Reserved)	
Chapter 18	6-30-95	Veratox AST Procedures	
Chapter 19	1-26-98	Romer Fluorquant Procedures	
	2-21-92 6-30-95 1-26-98 9-18-98	<u>Current Issuance Changes</u> New Handbook Issued Change #1 Change #2 Change #3	

BEAN INSPECTION HANDBOOK OPR – FM-SPB			
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Chapter 2	4-01-99	Sampling	
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Chapter 4 Attachment 1 Attachment 2	4-01-99 4-01-99 4-01-99	Certification Commodity Inspection Certificate, FGIS-993 Commodity Certificate, Submitted Sample Inspection, FGIS-994	

BILLING AND COLLECTION HANDBOOK OPR-OA-ERS			
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Chapter 2	12-28-83	Input Document Preparation and Submission	
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		<u>Current Transmittals/Issuance Changes</u>	
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UNITED STATES DEPARTMENT OF AGRICULTURE
Marketing and Regulatory Programs
Grain Inspection, Packers and Stockyards Administration
Federal Grain Inspection Service

ALPHABETICAL LISTING OF DIRECTIVES

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B	FGIS Employees (same as AA@except for quantities)
C	Official Agencies (includes quantities for service points)
E	Grain Industry
F	Rice Industry
G	Equipment Manufacturers and Weights and Measures Officials
H	Bean Industry
J	Sunflower Industry
N	Scale Specialists and Weights and Measures Officials
T	Pea and Lentil Industry
U	State Agencies (which have cooperative agreements with FGIS)
V	State Agriculture Offices
X	Processed Commodities
Y	Canola Industry

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G09	All FGIS Field Offices
G10	All FGIS Offices
AAll Employee@	Distribution shown beneath applicable code

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